Obtaining Your For Hire Permit and Vehicle Certificates

WE ARE PLEASED to enclose the application forms required to obtain your For Hire Permit and Vehicle Certificates. Our goal is to help you successfully establish and operate a business in Washington.

How much will it cost me to license my business?

There are several fees you must pay if you are starting a new For Hire business:

For Hire permit \$20 (Required if your city or county does not license taxi businesses)

For Hire certificate each venicle	\$ 20
State tax registration	no fee
Trade name registration	\$5
Taxi Meter each meter	\$5
Master Application fee	\$15

How do I renew my vehicle certificates?

You must renew your For Hire vehicle certificates each year. A renewal notice will be sent about 1 month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice*.

To Renew:

- 1. We must have valid insurance on file, which lists all vehicles being renewed.
- 2. You must pay \$20 per vehicle
- 3. You must pay \$5 per Taxi meter
- 4. Include a \$9 renewal process fee

How do I add/change a vehicle?

If, at any time during the year, you wish to add/change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show "CAB" or "F/H" in the use class.
- The For Hire certificate fee of \$20 for each vehicle.

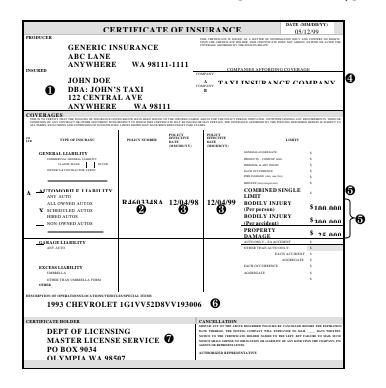
Your For Hire permit is valid as long as you remain in business, but your vehicle certificates must be renewed each year.

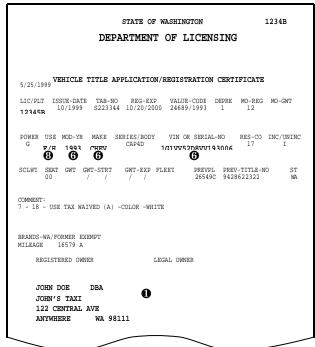
A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.

WHAT TO SEND OR BRING:
☐ Completed Master Application form.
☐ Certificate of Insurance (can be faxed from the insurance company).
☐ Current copy of Washington State Vehicle Registration for <i>each vehicle</i> .
For Hire Addendum form, already signed by the local approving authority. (This form can be faxed) Form available from the Master License Service (360) 664-1400, Fax (360) 570-7875
continued on reverse

BUSINESS BULLETIN

SAMPLE REQUIREMENTS





- **Owner name** & **firm/trade name** must be the same on insurance, master application & vehicle registration certificate.
- **2** Include **policy number**.
- **8** Policy effective & expiration dates must show current coverage.
- **1** Display name of insurance company.
- 6 Minimum combined single limit coverage of \$325,000

OR

split limit coverage of \$300,000/\$100,000/\$25,000.

- 6 Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- **O** Certificate holder must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507.
- **10** Use class must be "F/H" or "CAB".

If you have any questions or need further information, please call:

Master License Service at (360) 664-1400